

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center; color: red;">-Amendment dated 29 Sep 15- “Item 7” was changed as shown</p>		広報番号： Announcement No.	CFAY-N3AT-04-15(A)	
		募集締切日： Closing Date	5 Oct 15	
		発行日： Date of Issue	22 Sep 15	
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) <h3 style="text-align: center;">Administrative Specialist, #9</h3> <p style="text-align: center;">(管理専門職)</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant **Those who previously applied for VA No. CFAY-N3AT-04-15 need not reapply	
2.部隊 Activity Commander Fleet Activities, Yokosuka Force Protection Department Administrative Division, Administrative Section 勤務場所 Working Place: Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1145-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <p style="text-align: center;">See attached.</p>				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Knowledge of policies, regulations and procedures governing administrative phases of Force Protection Department, Military/MLC/USCS personnel functions, Navy correspondence, and TAD. c. Knowledge of customer service concept and practice. d. Skill in operating office automation hardware and software such as Microsoft Word, Excel, Access, Outlook, and PowerPoint. e. Ability to perform general clerical work and secretarial work such as screening calls and visitors, scheduling appointments, reviewing correspondence, maintaining and updating all the necessary instructions, and obtaining information as requested. f. Ability to coordinate sensitive project work and provide assistance to the Security Officer. g. Ability to speak, read, and write English at intermediate proficiency level. (LD-2) h. Ability to speak, read, and write Japanese at native language level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : See blocks 7&8		免許証／修了証 License/Certificate Required : See blocks 7 & 8		

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Under the immediate supervision of the Security Officer, performs various administrative, technical and clerical work including assisting the Assistant Security Officer, USCS employees and Chief Petty Officers in the Detachment.

1. Taking full responsibility, serves as the central source of information and issuance of the on-base security clearances to alien dependents of U.S. Naval Forces, Yokosuka members who request immigrant visas, adoption, naturalization from American Embassy/Adoption Agency/U.S. Citizenship and Immigration Services. Accepts initial requests from applicants, processes and forwards them to the Investigations Division within Security Detachment for screening various activity records such as incident/complaint reports and traffic court records. Develops and compiles reports of findings and letters to be signed by Commander Fleet Activities, Yokosuka and provides them with the requesters for their submission to the agencies/offices concerned. When alien dependents of U.S. Naval Forces, Yokosuka members request off-base police clearance certificate from the prefectural police, acts as POC for a timely completion of the certificate issuance process.

2. Performs coordination work on sensitive projects assigned by the Security Officer for all divisions in the Detachment.

3. Assists the Security Officer, Assistant Security Officer and Division Chief Petty Officers in the Detachment. Maintains work schedule and sets up appointments for Security Officer and Assistant Security Officer. Receives telephone calls and visitors, and when supervisor is busy, screens on own judgment and properly and tactfully refers them to appropriate persons. Receives and answers various inquiries with a thorough knowledge of the regulations and directives governing the administrative function. Provides interpreter service for the Security Officer, Assistant Security Officer and the Security Detachment.

4. Maintains and updates MS-Access database for 200 plus U.S. military personnel for the purpose of NEO (Non-Combatant Evacuation Operation) to assist with the secure and orderly departure of service members' families in the event of a natural disaster or contingency in the country. Conducts adjustments and troubleshooting when required.

5. Develops and creates memorandums, letters and other correspondence in accordance with Navy Correspondence Manual. Establishes and maintains unclassified files and publications and updates all the instructions. Gathers all the assigned military personnel attendance data and submits daily muster report to CFAY Admin. Pulls data from NEO database monthly, prepares military manning report by rank and submits to CFAY Comptroller for data call purpose. Responsible for maintaining and updating 200 plus U.S. military personnel's division files. Performs as a main travel coordinator in the Detachment. Prepares and processes travel request form (CFAY 4650/2) along with training request form (DD Form 1556) and justification (if applicable) for training, conference and emergency leave. Submits them to Security Officer/Assistant Security Officer for approval and forwards to command travel coordinator for processing lodging, rental car and any necessary arrangements needed. Picks up completed TAD order (DD Form 1610) and tickets from command travel coordinator and hands it to traveler. Processes TAD and emergency leave travel claim when service member returns from travel and submits to Security Officer/Assistant Security Officer for liquidation and forwards command travel coordinator when complete. Initiates and arranges GTCC (Government Travel Credit Card)

for service member. Provides supports to the card holder to do Self-Registration, preparation of TAD orders and travel claim in DTS (Defense Travel System).

6. Performs other incidental and related duties as assigned.

* Japanese language ability is required to deal with Japanese visitors to the Security Officer/Assistant Security Officer and perform coordination work with the prefectural police.